



The Home Care, Hospice and Palliative Care Advisory Council  
Regular Meeting  
Wednesday, April 26, 2017 at 10:30 a.m.

Meeting Location: OSDH, 1000 NE 10<sup>th</sup> Street, Room 314, Oklahoma City, OK 73117-1299

MEETING MINUTES

*Approved August 16, 2017, as amended*

The Home Care, Hospice and Palliative Care Advisory Council regular meeting notice was posted on the OSDH website located at <http://mfs.health.ok.gov> as well as the Secretary of State's website located at [www.sos.state.ok.us](http://www.sos.state.ok.us) on Tuesday, November 22, 2016.

The agenda for this Regular Meeting was posted on the OSDH (Oklahoma State Department of Health) website and the building's front entrance on Wednesday, February 8, 2017.

**1. Call to Order**

Rayetta Dominguez, chair, called the meeting to order at approximately 10:30 a.m.

**2. Roll Call**

Chantelle Burton called roll.

**The following members were present:** Gregory Bridges, Gregory Brooks, Michelle Fox, Jan Slater, David Gibson, John Hendrix, Jennifer Clark and Karen Vahlberg and Rayetta Dominguez.

**All members were present**

**Identified OSDH staff members present were:** LaTrina Frazier, Administrative Programs Manager - Home Services Division; Roderick Taft - Home Services Division; Courtney Finney - Home Services Division; Espa Bowen, Administrative Programs Manager of the Home Care Administrator Program; Chantelle Burton - Home Services Division; Vicky Kirtley, Administrative Programs Manager - Nurse Aide Registry; Nena West – Manager of Survey and Compliance- Medical Facilities

**Identified guests present were:** Teri Howard – Centennial Hospice; Shawn Tipken, RN – Russell-Murray Hospice; Nena Ray-Home Health; Cathy Bright-Bright Home Health; Kimberly Brasher-Cura-HPC; David Anderson-Anderson Home Health; Ginger Meyers – Outreach Health Care; Gregory Brooks – OAH; Chad Choat- Community Home Health; Johnathan Wohlgemuth- Community Home Health; Annette Mays – OAH, Doris Carder – OSDH – Nurse Aid Registry; Umi Chahal – Choice Home Health; Kerri Brooks – Compassionate Care Senior Care Services; Lorie Murray – Russell-Murray Hospice; Annette Cusher – Mays Home Health & Hospice, Cathy Allen – Epworth at Home; Khalid Bokhari – ComfortCare; Sherri Childers – Comfort Keepers; Alen Blackshear – AMG Consulting

**3. Minutes:**

**Approval of the February 15, 2017 regular meeting minutes with revision, Correction of #5. Approval of “November 16, 2017 regular meeting minutes should reflect November 16, 2016 Minutes**

- *Rayetta Dominguez made a motion to approve correction of minutes. Karen Vahlberg Seconded. The motion carried. Number 5 “Approval of the regular meeting minutes” should reflect November 16, 2016.*

<i>Aye: 9</i>	<i>Abstain: 0</i>	<i>Nay: 0</i>	<i>Absent: 0</i>
<i>Gregory Bridges</i>	<i>Aye</i>	<i>Michelle Fox</i>	<i>Aye</i>
<i>Gregory Brooks</i>	<i>Aye</i>	<i>John Hendrix</i>	<i>Aye</i>
<i>Jennifer Clark</i>	<i>Aye</i>	<i>Jan Slater</i>	<i>Aye</i>
<i>Rayetta Dominguez</i>	<i>Aye</i>	<i>Karen Vahlberg</i>	<i>Aye</i>
<i>David Gibson</i>	<i>Aye</i>		

- **Public Request**

LaTrina Frazier made a motion to include the public audience. Rayetta Dominguez Seconded. The motion carried. The Public was included in Strategic Planning.

Aye: 9	Abstain: 0	Nay: 0	Absent: 0
Gregory Bridges	Aye	Michelle Fox	Aye
Gregory Brooks	Aye	John Hendrix	Aye
Jennifer Clark	Aye	Jan Slater	Aye
Rayetta Dominguez	Aye	Karen Vahlberg	Aye
David Gibson	Aye		

4. **Reports– Health Department Programs:**

- **Nurse Aide Registry and Certification** – Vicki Kirtley, Administrative Programs Manager presented the Nurse Aide Registry’s quarterly reports. A copy of this report is attached for your information.
- **Home Care Agency Administrator Certification** – Espaniola Bowen, Administrative Programs Manager presented the Home Care Administrator Registry quarterly report. A copy of this report is attached for your information.
- **Home Services Division** – (37min) LaTrina Frazier, Ph.D., Administrative Program Manager presented the Home Care and Hospice licensure and federal deficiencies and surveys conducted. Also discussed future promulgation of Hospice Rules to reflect HB1085 Hospice Administrator CEU requirements.

5. **Strategic Planning – LaTrina Frazier**

Rayetta Dominguez chair invited all individuals present in the room to participate in the Strategic Planning exercise. Participants numbered off 1 through 5 and were divided based on number into 5 groups.

Ground Rules Established - Show of Hands; No talking at the same time; Cell phones muted; Parking lot (stay on subject); Respect others opinions; Knock Knock Rule

Groups identified 5 Areas of Interest for the Advisory Council to focus on within its jurisdictional authority.

**Group 1:**

Explore certification of need Home Health & Hospice; License Enforcement for Private Duty; Department of Health with tabs on website directly for Home Health, Hospice, Palliative Care; Regulation transition from expired regulation to new regulations; Need Assessment Study

**Group 2:**

Clear definition of Palliative Care; How will state govern palliative care; Role of licensed private care in patient care; Detail the scope of practice of CNA/CHHA/PCA

**Group 3:**

Identify distinction/separation of palliative care and look at other palliative care acts; recommendations as home based palliative care expands; clarification for how to get current regulation changes or new regulations enacted (level playing field for HHA/CAN/PCA/CMA); Home Care assessments for non-medical agencies do not require RN; Clarification of Hospice rules/regulations in the Nursing Home setting – who contact/mediate

**Group 4:**

Define/Clarify Palliative Care for council/public (Define Services); Identify Palliative Care services currently existent in Oklahoma; HH/HC/Hospice agencies providing “Pro bono” services – how does that implicate licensure & payment HH/HC criteria met = Donut Pro bono = Hospice; Population Health – use resources existing/new; Role of non-licensed caregiver

**Group 5:**

Renewed focus on patient safety and Survey Process; Establish best practices of palliative care for Home Health agencies – definition of palliative care in the Home Care Act; Public Service Announcement related to

Palliative/Hospice/ Home Health; Explore clarity regarding Medical Director relationships in home health and hospice;  
Department of Health: Introduce staff and communicate any/all policy changes

Each participant was instructed they had 5 voting points but could place no more than 2 points on any given topic. This was open to all members.

***Priorities Identified by voting points***

- Palliative Care – definition/clarify/distinction/governance/best practices/website – working group forms & volunteer participants signed up – Lead- Annette Mays
- Role of Aides in care HHA/CAN/PCA/CMA – Lead – Kari Brooks

**6. Remaining meeting dates for CY 2017**

- Wednesday, November 1, 2017 @ 10:30 a.m. in Room 314

**7. Public Comment**

There were no additional comments.

**8. Adjourn**

The meeting adjourned at approximately 12:30 p.m.